



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

8500 N. ATLAS ROAD
HAYDEN, IDAHO 83835
<http://www2.state.id.us/phd1>

**DISTRICT 1 BOARD OF HEALTH MEETING
AND PUBLIC HEARING
8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835
September 25, 2008
Minutes**

Board Members Present:

Marlow Thompson, Chairman
Chris Beck, Vice Chairman
Allen Banks, Ph.D.
Walt Kirby
Richard McLandress, M.D.
Dale VanStone

Members Absent:

Sharon Connors

Staff Present:

Jeanne Bock
Mary DeTienne
Jim Fenton
Mashelle Kenney
Dale Peck
Lora Whalen
Cynthia Taggart
Dick Martindale

Guests Present:

Nancy Stricklin, Attorney
Larry Spencer, Citizen

Chairman Thompson called the Board of Health meeting to order at 1:00 p.m.

Public Fee Hearing

▪ **Late Renewal Fee for Septic Permits**

At 1:00 p.m., Chairman Thompson opened the public hearing for comments for the purpose of adopting a fee revision for Environmental Health. The fee revision is as follows: "If the permit is not renewed prior to its expiration date the late renewal fee is applicable. Septic permits are void three years from date originally issued. If installation is not completed within three years of date of issuance, a full fee application must be made."

Chairman Thompson called for public comments three times and there were no comments.

MOTION: Mr. Beck moved to approve the Environmental Health fee revision as posted in the newspapers of record for the five northern counties; seconded by Mr. Kirby.

Discussion: Mr. VanStone asked how long a permit is active before it expires and how long will a renewal extend the permit. Mr. Peck stated that a permit is active for one year, and a \$200 renewal fee will extend a permit for two additional years for a total of three years.

Dr. Banks arrived at 1:05 p.m. He was updated on the motion for the proposed late renewal fee.

Chairman Thompson called for the question: All were in favor; Motion carried.

▪ **\$25 Service Charge for Community Room Use**

Chairman Thompson asked for comments on the \$25 service charge for using PHD meeting rooms. The proposal is as follows: "A service charge of \$25 per day will be charged for use of the community/conference rooms for non health district related activities in all five district offices. This service charge is expected to cover utility and janitorial expenses associated with the use of the rooms."

Dr. Banks stated that when PHD buildings were originally built, they were built with public funds and were to be available to the public. A fee would be an additional charge to the public for a use that they have already paid.

Ms. Bock explained the reason for the request is to off set the cost of janitorial supplies, cleaning and utilities. Mr. Kirby would like county or governmental agencies not to be charged the fee. Mr. Beck feels that paying for the building use is not necessary unless a staff person stays and has to be paid.

MOTION: Dr. Banks moved to rescind the \$25 community room service charge as of October 1, 2008, in all five counties; seconded by Mr. Beck. All were in favor; Motion carried.

Review of July 30, 2008, Board of Health Meeting Minutes – Marlow Thompson

Chairman Thompson asked if there were any corrections or changes to the minutes of the July 30, 2008, Board of Health meeting.

MOTION: Mr. VanStone moved to approve the minutes of the July 31, 2008, Board of Health meeting; seconded by Dr. Banks. All were in favor; Motion carried. Minutes approved as submitted.

Receipt of Division Reports – Marlow Thompson

Chairman Thompson thanked the division directors for their divisional reports.

MOTION: Dr. Banks moved to accept the divisional reports; seconded by Mr. Beck. All were in favor; Motion carried.

Environmental Health Updates – Dale Peck

- **Food Fee Legislation Update**

Formal legislation for the food fee changes has been submitted to the state legislature, increasing the fee from a \$65 flat fee to a staggered fee based on risk. It will be presented to the legislature in January 2009.

- **Speculative Drainfield Formal Rule Process Update**

This has been submitted to the Administrative Bulletin. A public hearing is scheduled on October 24 at the PHD building in Hayden. Action from the board before October 31 will be necessary to submit the final pending rule for the 2009 legislative session.

- **Request for Duplex on Aquifer/Five Acre Site**

Larry Spencer, citizen, is requesting the Board modify the definition of dwelling equivalents in IDAPA 41.01.01.110. because it doesn't match county ordinances. Kootenai County will allow a duplex on five acres over the aquifer if it has an approved drainfield. Health District rules do not allow duplexes on five acre-parcels over the aquifer. Mr. Spencer suggests the board defer the use of the property to the governing ordinances, i.e. duplex on five acres, and revisit the rules to be sure they aren't limiting uses beyond the county ordinances.

Mr. Peck reminded the Board that this is a state rule and not something that the Board can change without going through the public hearing process.

MOTION: Mr. Beck moved to task Environmental Health staff with reviewing septic loading and the five acre rule over the aquifer; provide a history of the rule; and provide feedback and a recommendation to Mr. Spencer's request for the Board's consideration; seconded by Dr. Banks. All were in favor; Motion carried.

Dr. McLandress arrived at 1:50 p.m.

Home Health Division Update – Mary DeTienne

Ms. DeTienne provided the Board with an update to her September report based on referral status and fiscal year 09 to date. FY09 Budget Assumptions include a 2% decrease from Medicare funding; 10% decrease in referrals; and a decrease of two FTEs.

Ms. Bock, Mr. Fenton and Ms. DeTienne met with Dr. McLandress to strategize options available. Dr. McLandress sent a letter to all the local physicians on September 17 asking for their support for our non-profit Home Health Service program.

Ms. DeTienne explained some of the reasons for decreased referrals. One agency from Spokane has taken over 90% of the HH orthopedic referrals and marketing from the larger private home health agencies in the Coeur d'Alene area. Dr. McLandress confirmed that marketing is a big issue.

Mr. Beck stated that a public agency should not be in competition with private agencies, but in the other counties and remote areas, it is a needed service.

Mr. Fenton presented the budget aspect of the Home Health revenue. The budget was averaged throughout the year at 82 referrals per month. Revenue shortfalls due to the decreased referrals conclude that FTEs need to be decreased. Mr. Fenton presented the Board with the proposed savings should a Reduction in Force (RIF) of four - five FTEs occur.

In Home Health, the proposed RIF would affect one nurse manager, two RNs and one clerical position effective October 31, then the other clerical on December 31 if referrals stay down.

Since the reduced revenue in several sections is an issue, two general support positions are included in this RIF option for board consideration.

Several Environmental Health employees have voluntarily reduced their work hours through June 30, 2009, to avoid a RIF in that section.

Motion: Dr. McLandress moved that the Board sustain the Home Health services and follow the recommendation to the layoff unit in the Home Health staff; Seconded by Dr. Banks. All were in favor; Motion carried.

Motion: Dr. McLandress moved to impose the RIF in the PHD general layoff unit for the two general positions; Seconded by Mr. Kirby. All were in favor; Motion carried.

Fiscal Report – Jim Fenton

▪ July/August Monthly Financials

Cash balance at the end of August was \$2,758,209, a decrease of \$298,295 from the previous month due to HRSA payments.

Licenses and permits are over budget by about 1%; Home Health fee revenue was under budget by 28%, which was caused in part by a delay in the Medicare payment system; FACH fee revenue was under budget by 29%.

Grants and contracts are 12% under budget and interest revenue is 27% under budget.

▪ State Holdback

The Division of Financial Management asked agencies to prepare for a potential holdback. The Health Districts have submitted plans for 1% to 2.5% decreases should there be a holdback. A 1% holdback equals \$107,000 for all districts combined which could be accomplished from vacancies. PHD complied with the mandate.

▪ **Snow Removal Reimbursement**

The district received a \$4725 snow removal reimbursement from the disaster declaration last winter. Thanks to Mark Anderson for working on submission for reimbursement

Director Report – Jeanne Bock

▪ **Facility and Staff Infection Control Policy 1-19**

Ms. Bock reminded the Board that this policy had a lack of second to a motion made at the last board meeting.

MOTION: Dr. McLandress moved to approve the Facility and Staff Infection Control Policy 1-19, effective today, September 25, 2008; seconded by Mr. VanStone. 4 in favor, 1 oppose; Motion carried.

▪ **Layoff Procedure Policy 3-18**

The Layoff Procedure Policy 3-18 is required per IDAPA 15.04.01 Section 143.04.

MOTION: Dr. Banks moved to approve the Layoff Procedure Policy 3-18 effective September 25, 2008, as written; seconded by Mr. Kirby. All were in favor; Motion carried.

▪ **Compressed Work Week Pilot Request Denied**

The Governor's office responded to the compressed work week pilot request stating that all public and state agencies must be open for business Monday through Friday. Agencies can allow employees to flex days off, but cannot close during a week day.

▪ **09 Legislative Update Meeting Date and October Board Meeting Date**

Jeanne will be attending a Millennium fund meeting on October 30, so the next Board meeting will be rescheduled to Wednesday October 29.

The FY09 Legislative Update will be scheduled on November 13 combined with November board meeting, 11:00-2:00.

▪ **PPHF/PHD Silent Auction Fund Raising Project**

A silent auction sponsored by the Panhandle Public Health Foundation and PHD employees is scheduled for Friday, October 3, during the annual All District Staff meeting.

▪ **Retention Awards-DHR Rules**

In 1992, the Board authorized employees to receive an administrative day off for every five years of service. In May 2006, the Board changed the award to not exceed three days. According to DHR's recent policy changes, administrative days off can only be awarded: when an employee is being investigated; in the due process procedure of the disciplinary process; when the Governor declares a facility be closed; in the event of an emergency; or when approved by the governor in advance. Ms. Bock is suggesting that the Board rescind the longevity admin days off and retain the gift awards for each five-year milestone.

MOTION: Dr. Banks moved to retain longevity gift awards only and rescind the administrative days off; seconded by Mr. Kirby. All in favor; Motion carried.

The next Board of Health meeting is scheduled for Wednesday, October 29, 2008.

Adjourn

		
Marlow Thompson, Chairman	Jeanne Bock, Director and Secretary to the Board	Date

PUBLIC NOTICE

Public Notice is hereby given that the Panhandle Health District will meet on Thursday, September 25, 2008, at 1:00 p.m., 8500 N. Atlas Road, Hayden, Idaho, for the purpose of adopting the following new fee for the Environmental Health section. Any citizen may appear for public comment regarding any of these proposed fee increases.

Environmental Health Section New Fee

Septic Permit Late Renewal Fee	\$200
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If the permit is not renewed prior to its expiration date the late renewal fee is applicable. Septic permits are void three years from date originally issued. If installation is not completed within three years of date of issuance a full fee application must be made.

Administration Section New Fee

Community Room Service Charge	\$25
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A service charge of \$25 per day will be charged for use of the community/conference rooms for non health district related activities in all five district offices. This service charge is expected to cover utility and janitorial expenses associated with the use of the rooms.